

JOB OPPORTUNITY

STATE OF CALIFORNIA

CALIFORNIA TRADE AND COMMERCE AGENCY

Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affirmation, age, or sexual orientation.



CLASSIFICATION: Staff Services Analyst (Limited Term)
(Position expected to convert to permanent.)
Salary Range: \$2,411 - \$3,805

DATE: July 31, 2000

LOCATION: California Infrastructure and Economic Development Bank

FILING DEADLINE: August 18, 2000 or until filled

JOB DUTIES: The California Infrastructure and Economic Bank (CIEDB) is seeking an energetic and motivated person to perform the following duties under the direction of the Staff Development Specialist in its Community Relations and Marketing Unit:

- Support efforts to maximize program participation, extend program services, and enhance program impact.
- Design and develop marketing material such as: power point presentations, postcards, brochures, flyers, newsletters, logos and displays to support an effective statewide promotional campaign on behalf of the Infrastructure Bank's programs.
- Maintain marketing contact database of over 3,000 individuals.
- Assist with the design and maintenance of the CIEDB website.
- Serve as point person to receive a variety of email questions and requests for information regarding the Infrastructure State Revolving Fund Program and Conduit Revenue Bond Programs.
- Assist in the preparation of quarterly and annual reports for presentation to the State Legislature.

SROA AND SURPLUS EMPLOYEES ENCOURAGED TO APPLY

Contact: Eric Mandell
E-Mail: emandell@commerce.ca.gov

Phone: (916) 322-3141
Fax: (916) 322-6314

PLEASE SUBMIT YOUR APPLICATION TO:
California Trade and Commerce Agency
California Infrastructure and Economic Development Bank
801 K Street, Suite 1700
Sacramento, CA 95814
Attention: Eric Mandell
RPA #00-203